

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140122-7

PREPARE IN DUPLICATE

DDS/OTR/ ☐ 3

25X1

1. TITLE OF REPORT (if a fill-in report include Form No.)

Projected Training Requirements

2. TYPE OF REPORT

☐ STATISTICAL

☒ NARRATIVE

☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL

☒

TRAINING

☐ LOGISTICS

☐ SECURITY

☐ MEDICAL

☐ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

15

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc)

Memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

DTR and OTR 25-1

10. PREPARING COMPONENT (include lowest level contributing information to report)

OTR/ ☐ /PCS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-9	\$5.70		Two		\$11.40		12		\$136.80
GS-6	4.00		One		4.00		12		48.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$184.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This information furnished as directed by the office of DTR

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒

RETAIN AS IS

☐ OTHER (explain)

MAN-HOURS

DOLLARS

☐ CHANGE

0

STAT

☐ DISCONTINUE

16. DATE OF INVENTORY

30 September 70

17. INFORMATION

18. EXTENSION

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